ADS Chapter 540

USAID Development Experience Information

Functional Series 500 - Management Services
ADS 540 - USAID Development Experience Information
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ADS 540 - USAID Development Experience Information

*540.1 **OVERVIEW**
Effective Date: 03/31/2012

Development experience is the cumulative knowledge derived from the planning, design, implementation, evaluation, and results of international development assistance programs. The repository for USAID's cumulative knowledge is the Development Experience Clearinghouse (DEC).

Documents and development-assistance activity descriptions produced or funded by USAID **must** be submitted for inclusion in the DEC databases, the largest online resource of USAID-funded technical and programmatic documentation.

Materials must be submitted through the public-facing and searchable **DEC Web site** (**http://www.usaid.gov/results-and-data/information-resources/development-experience-clearinghouse-dec**), through e-mail (**docsubmit@usaid.gov**), or through the U.S. Postal Service delivery to the following address:

> USAID Development Experience Clearinghouse
> M/CIO/ITSD/KM
> Ronald Reagan Building M. 01
> U.S. Agency for International Development
> Washington, DC 20523

This chapter establishes those policy directives, required procedures, and roles and responsibilities governing the submission of these materials to the DEC. It provides the necessary guidance to maintain USAID's development experience and to contribute to the Agency's knowledge-management efforts by

- Defining the requirements, standards, and roles and responsibilities governing document submission;

- Identifying those materials that must be submitted to preserve and promote knowledge of the Agency's performance, results, lessons learned, and experiences in development activities throughout the world;

- Detailing the contact information necessary to contribute to and access the Agency's development experience, strengthening the Agency's ability to access and leverage its own development experience in strategic planning, program implementation, performance measurements, and program and activity evaluations; and

- Supporting adherence to the Open Government Initiative by making program and planning information from the Agency available to the general public.

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*540.2 PRIMARY RESPONSIBILITIES
Effective Date: 09/30/2008

a. **Bureau for Management, Chief Information Office, IT Service Delivery Division, Knowledge Management Branch (M/CIO/ITSD/KM)**

> **(1)** Maintains the Agency's development experience databases and information clearinghouse;
>
> **(2)** Provides a research and information service to respond to a broad array of development inquiries;
>
> **(3)** Maintains specialized development information collections;
>
> **(4)** Maintains an Economic and Social Database (ESDB), including external international and U.S. Government statistical data sources;
>
> **(5)** Performs the Agency's data-brokering function by coordinating Agency program-funded development information service activities; and
>
> **(6)** Assists Agency Bureaus, Independent Offices, and Missions (USAID operating units) in managing development information.

Previously, the Bureau for Policy and Program Coordination, Office of Development Evaluation and Information (PPC/DEI) was responsible for these activities.

b. **Operating Units** and **Development Objective Teams (DO teams)** are responsible for submitting the USAID-funded development experience material they generate to the DEC. Additionally, they use the findings, conclusions, and recommendations of development experience documentation prepared by Agency and external resources to guide current and future programs.

c. **Contracting Officers (COs) and Agreement Officers (AOs)**, including those delegated contract and grant-making authority by the Bureau for Management, Office of Assistant Administrator (AA/M), are responsible for incorporating clauses and provisions into contracts, grants, cooperative agreements (CAs), interagency agreements, and other implementing instruments to instruct implementing partners that they must submit development experience documentation to the DEC. **ADS 103, Delegations of Authority**, specifies the individual within the Agency who has been assigned contract and grant-making authority.

COs and **AOs**, in cooperation with **DOTs,** are responsible for including, with as much specificity as possible, the clauses and provisions in contracts, grants, and cooperative agreements to instruct contractors or grantees on the required types of reports to be produced and the timing of their submission to USAID and the DEC. **AIDAR Clauses 742.1170-3 and 752.242-70**, and **303.3.13, Elements of an Award**, describe the

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requirements for contracts and grants, respectively. **AAPD 04-06 Submission of Development Experience Documents,** provides the contract clause and assistance provisions for insertion in acquisition and assistance awards.

Note: Although different chapters in the Automated Directives System (ADS) use the terms "grantee" and "recipient" interchangeably, for this chapter, the term "recipient" appears throughout, consistent with its use in **ADS 303**. For this chapter, the term "assistance award" refers to both grants and cooperative agreements.

540.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES

540.3.1 Using Development Experience Documentation
Effective Date: 03/06/1995

USAID operating units are strongly encouraged to consult available USAID/Washington (USAID/W) development experience resources, including the DEC. The DEC allows the Agency and its component operating units to:

a. Improve the performance and effectiveness of existing programs by facilitating access to pertinent development experience information and statistics;

b. Use the findings, conclusions, and recommendations from Agency and external development experience to plan new assistance programs or activities and to revise strategic plans or results frameworks, when necessary;

c. Consult available USAID/W development experience resources to identify relevant lessons learned;

d. Use development experience and analysis to evaluate alternative approaches for achieving best results and on best practices in program and technical areas related to Agency goals and objectives;

e. Use development information services to improve the coordination of development assistance activities between USAID and its development partners;

f. Incorporate baseline and contextual data to plan, measure, and improve performance of development assistance activities; and

g. Request technical assistance and training from Bureau of Management, Chief Information Officer, IT Service Delivery, Knowledge Management Branch (M/CIO/ITSD/KM) on ways to manage and exchange development experience information resources in order to improve program planning and implementation.

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**540.3.2   Contributing to the Agency's Development Experience
                Clearinghouse (DEC)**
Effective Date: 09/30/2008

USAID maintains the DEC as its primary institutional memory resource. It provides
Agency staff and development partners with accurate, comprehensive, and timely
information on the Agency's development experience. The DEC includes USAID-funded
documentation created by the Agency and its contractors and grantees. **OMB Circular
A-130, Management of Federal Information Resources**, requires executive agencies
to establish a system to acquire and disseminate information for the purpose of
supporting strategic planning activities.

The remainder of this chapter explains the required procedures for submitting
development experience documentation for inclusion in DEC. It describes

- Who must submit material for inclusion in the DEC;

- What types of material must be submitted; and

- The standards for material submitted for inclusion in the DEC.

**540.3.2.1   Documentation That Operating Units Submit to the Development
                Experience Clearinghouse (DEC)**
Effective Date: 03/31/2012

Operating units (field Missions, regional entities, and USAID/W) must properly
document the Agency's policies, programs, and development activities. Development
experience documentation describes the planning, design, implementation, evaluation,
and results of development assistance activities that are generated during the life cycle
of the program or activity. Agency documentation changes when new management
systems are implemented. **ADS 101, Agency Programs and Functions**, describes
the roles and responsibilities of operating units in developing policies, programs, and
development activities. **ADS 202.3.4.6, Maintaining Official DO Team Files**, and **ADS
502, The USAID Records Management Program**, describe the role of operating units
in establishing and maintaining official files.

Operating units must submit the development experience documentation that they
generate to the DEC.

To ensure that all relevant documents have been submitted, operating units should
designate individuals to serve as liaisons to the DEC unit. The liaison can be a COR,
CO, AOR, AO, Program Officer (PO), Project Development Officer (PDO), or other staff
member. The designated individual should be the person most familiar with the

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submitted material. The person should be willing to maintain up-to-date contact information for the DEC unit.

Contact the DEC unit at **docsubmit@usaid.gov** to request guidance on whether your material belongs in the DEC or to request a quick training for new liaisons.

Types of development experience documentation include

a.   Examples of Program Policy and Strategy Planning Documentation

Documents that describe Agency policy or planning decisions, including

- Policy analyses,

- Policy implementation reports,

- Regional and Central Bureau/Independent Office frameworks,

- Agency operating unit strategy statements,

- Performance management plans, and

- Strategic objective agreements prepared for USAID programs and activities.

b.   Examples of Development Activity Analyses and Design Documentation

Reports that analyze, justify, define, or document USAID development activity, including

- Activity information sheets (AIS)

- Economic, social, and environmental analyses conducted prior to activity design.

c.   Examples of Program Reviews and Assessment Documentation

Reports that define, describe, or analyze USAID programs at the regional, country, sector, or issue levels, including

- Agency operating unit annual reports (ARs)

- Operational plans

- Portfolio reviews

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- All Congressionally-mandated reports.

d.   Examples of Program and Development Activity Performance, Results, and Evaluation Reports

Reports that document significant evaluation findings, lessons learned, development results, performance measures, or evaluative information and observations, including

- Mid-term evaluations

- Final evaluation reports

- Strategic Objective closeout reports

- Agency operating unit closeout ("graduation") reports.

e.   Examples of Additional Information Products

Any additional product produced by the Agency that furthers USAID development assistance activities, including

- Training materials

- Conference/workshop proceedings and reports

- Videos and DVDs

- Electronic information products like databases and CD-ROMs.

Note: If documentation is prepared by Agency staff, it is the responsibility of the Agency operating unit to submit the final approved report to the DEC. If contractor assistance is used to prepare a document that is a deliverable according to the contract, the Agency operating unit should coordinate the submission of the document with the responsible COR.

540.3.2.2   Documentation That Operating Units Must Not Submit
Effective Date: 09/05/2005

Do not submit the following types of documentation:

- Administrative approval forms and checklists;

- Travel itineraries;

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- Salary information generated in the normal course of carrying out the administrative, financial, or procurement management of a contract or grant;

- Marketing and promotional materials such as posters, flyers, and "give-away" products; and

- Non-technical newsletters.

*540.3.2.3   Documentation Created by Agency Contractors and Grantees
Effective Date: 09/05/2005

The purpose of this section is to provide mandatory guidance to CORs, AORs, COs, and AOs, including those delegated grant-making authority by AA/M, as they carry out their duties in monitoring contractor performance.

COs must include the contract clause required in the contract award to ensure that they require the contractor to submit reports or deliverables that they produce under the award to the DEC. CORs or other individuals who are the most familiar with the award will monitor the contractor's compliance with this requirement.

AOs must include the Standard Provision "(insert the title of the new SP from the SP effort)" in all grants/cooperative agreements to ensure that they require the recipient to submit reports or deliverable produced under the award to the DEC. AORs or other individuals who are the most familiar with the award will monitor the recipient's compliance with this requirement.

Types of documentation USAID contractors and grantees must submit include, but are not limited to, the following four categories:

a.   Research and Technical Reports

Material that documents and reports on development research methods and results, technology development and applications, development assistance methods, technical assistance, and training methods, including

- Technical and sector assessments

- Analyses

- Feasibility studies

- Proceedings of USAID-sponsored conferences and workshops

- Handbooks and manuals

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- Journal articles.

b. Evaluations and Assessments

Reports that document significant evaluation findings, lessons learned, development results, performance measures, or evaluative information and observations, including

- Self-evaluations and evaluations of other USAID programs and activities regarding performance measures, strategic objectives, and lessons learned; and

- Mid-term and final evaluation reports.

c. Required Progress and Performance Reports

Reports that describe progress and accomplishments or document significant evaluation findings, lessons learned, development results, performance measures, or evaluative information and observations, including

- Annual reports

  Final contractor and recipient reports to USAID. For assistance awards with no annual reporting requirement, grantees should submit any semi-annual or quarterly reports that they produce.

d. Additional information products

Any product produced by the Agency that furthers USAID development assistance activities, including

- Reference works

- Bibliographies

- Videos and DVDs

- Electronic information products like databases and CD-ROMs.

540.3.2.4 Specific Documentation That Contractors Submit to the Development Experience Clearinghouse (DEC)
Effective Date: 09/05/2005

The purpose of this section is to provide mandatory guidance to COs to carry out their duties in monitoring contractor performance. The CO, working with the COR, must

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consider the following when preparing contract documents. The range of reports that a contractor may be required to submit to USAID are found in four sections of a USAID contract: Sections F, G, I, and J. Not all of these reports qualify as development experience documentation to be submitted to the DEC.

a.   Section F – Deliverables or Performance

A subsection, usually headed as "Delivery Schedule" or "Reports," provides information on the types and timing of submission of reports to USAID. With the exception of financial reporting, reports required in this section **are** development experience documentation.

b.   Section G – Contract Administration Data

This section contains mandatory references to Federal Acquisition Regulation (FAR) clauses and AID Acquisition Regulation (AIDAR) clauses. **AIDAR 742.1170** and **AIDAR clause 752.242-70, Periodic Progress Reports (see c.)** state the requirement for the contractor to submit periodic progress reports including their type, content, and submission schedule. With the exception of financial reporting, reports required in this section **are** development experience documentation.

c.   Section I – Contract Clauses

This section pertains to regulations governing USAID's payment for services or equipment supplied by the contractor. COs are to include **AIDAR clause 752.242-70, Periodic Progress Reports** in this section, as prescribed in AIDAR 742.1170-4. Financial reports and invoices are **not** development experience documentation.

d.   Section J – List of Documents, Exhibits, and Other Attachments

This section pertains to U.S. Government-furnished property and the requirement of a contractor to report periodically on non-expendable property. Reports generated under this section are **not** development experience documentation.

540.3.2.5   Specific Documentation That Grantees Submit to the Development Experience Clearinghouse (DEC)
Effective date: 09/05/2005

The purpose of this section is to provide mandatory guidance to AOs to carry out their duties in monitoring recipient performance. The AO, working with the AOR, must consider the following when preparing assistance award documents. The range of reports that a recipient must submit are specified in the schedule of the award. Not all reports specified in the schedule qualify as development experience documentation that

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must be submitted to the DEC .The following grant reports **are** development experience documentation:

- Performance reports (quarterly, semi-annual, or annual).

- Annual, semi-annual, or quarterly reports describing the progress and accomplishments of the USAID-funded activity or project.

- Final performance reports submitted 90 days after the expiration or termination of the grant

The following grant reports are not development experience documentation:

- Annual reports issued after the fiscal year end that report on the financial status of the organization administering the grant.

- Financial reports. **22 CFR 226.50, Purpose of Reports and Records, Part 226, Administration of Assistance Awards to U.S. Non-Governmental Organizations**, explains the procedures for monitoring and reporting a grantee's program and financial performance.

540.3.2.6 Documentation That Agency Contractors and Grantees Must Not Submit
Effective Date: 03/31/2012

The following are NOT considered to be development experience material and should not be submitted to the DEC either by contractors or grantees under the terms of their awards, or by CORs/AORs or operating units:

- Financial reports such as **SF-425 and SF-425a, Federal Financial Report,** and **SF-270, Request for Advance or Reimbursement**.

- Marketing and promotional materials, such as posters, flyers, and "give-away" products

- Non-technical newsletters

*540.3.2.7 Standards for Material Submitted to the Development Experience Clearinghouse (DEC)
Effective Date: 03/31/2012

Material must meet the following basic standards for entry into the DEC:

a. Material must be final and approved by the COR or another qualified reviewer.

b. Material must be complete, legible, and free of typographical mistakes,

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notes, or other extraneous markings, including automated change tracking and embedded comments.

c. Material should be in electronic format. If an electronic version does not exist, a hard copy is acceptable.

d. <mark>Material must not include financially sensitive information or personally identifiable information (PII) such as social security numbers, home addresses and dates of birth. Such information must be removed prior to submission.</mark>

e. Each electronic document must be saved as a single file that is equivalent to the complete and final hard copy.

f. .Electronic material may be submitted online at **http://www.usaid.gov/results-and-data/information-resources/development-experience-clearinghouse-dec** (preferred); on 3.5" diskette, CD-ROM, flash drives, and DVDs. Section **540.3.2.11** provides Internet and mailing addresses for submissions.

g. <mark>Documentation must conform to current USAID branding requirements. The Agency revised 22 CFR 226 on August 26, 2005 to include new marking requirements that grantees must use on USAID-funded reports and advertising for USAID-sponsored seminars, workshops, etc. (See **Branding Guidelines**). Contractors must comply with the marking clause in their contracts and the COR's specific instructions on the Agency's branding policy.</mark>

h. Documentation must be compliant with Section 508 of the Rehabilitation Act of 1973. **ADS 302.3.4.10, Implementation of Section 508 of the Rehabilitation Act of 1973** provides the needed guidance.

i. Electronic documents must be in one of the following National Archives and Records Administration (NARA)-approved formats as described in NARA guidelines related to the transfer of permanent E-records. (See **http://www.archives.gov/records-mgmt/initiatives/transfer-to-nara.html**)

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Document	File Format
Text records	• Portable Document Format (PDF)** • Plain ASCII
Scanned images of text records	• Tagged Image File Format (TIFF)
Data files and databases	• Tables converted to files with fixed-length fields or fields defined by delimiters
Digital geospatial data	• Special Data Transfer Standards (SDTS) • Geography Markup Language
Digital photographic records	• Tagged Image File Format (TIFF) • JPEG)
Web records	• Hypertext Markup Language (HTML) • Other formats, such as TIFF or PDF, that either are embedded in the HTML or referenced by it.
Audio and Video Files	• MPEG

** USAID-preferred format

Contact the DEC unit (+1 202-712-0579) for assistance in submitting a type of material that is not on this list.

540.3.2.8   Essential Bibliographic Elements for Documents
Effective Date: 09/30/2008

Essential bibliographic information must accompany documents submitted to the DEC. To ensure that all bibliographic elements necessary to catalog a document are received, the bibliography must include

a.   USAID award number (contract, cooperative agreement, grant, etc.),

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b.   USAID strategic objective title and number (if applicable),

c.   USAID project title and number (if applicable),

d.   USAID program area and program element,

e.   Descriptive title, (if non-English, a translation),

f.   Author name(s),

g.   Contractor or grantee name(s),

h.   Sponsoring USAID Agency operating unit(s), including the name of the current COR,

i.   Date of publication, and

j.   Language of document.

540.3.2.9   Required Contact Information
Effective Date: 09/05/2005

A submitting party must include his or her name, organization, mailing address, and contact information (telephone number, fax number, and e-mail address) on all material submitted.

540.3.2.10   Where to Submit Development Experience Documentation
Effective Date: 09/30/2008

Development experience documentation may be submitted

- Online: **http://www.usaid.gov/results-and-data/information-resources/development-experience-clearinghouse-dec**

- By mail (for pouch delivery):

USAID Development Experience Clearinghouse
M/CIO/ITSD/KM/DEC
RRB M.01-010
Washington, DC 20523-6100

For questions on DEC submissions, contact

M/CIO/ITSD/KM/DEC
Telephone: +1 202-712-0579
E-mail: **DocSubmit@usaid.gov**

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540.3.2.11   Submitting Policy-Sensitive, Procurement-Sensitive, or Proprietary Documentation
Effective Date: 03/31/2012

M/CIO/ITSD/KM works closely with the Agency's Bureau for Management, Office of Acquisition and Assistance (M/OAA) and Office of General Counsel (GC) to protect sensitive information contained in development experience documents. **ADS 201.3.14, Public Access to Planning Documents** defines budget information and includes a table providing release dates of planning documents to the public. The section also provides guidance for managing documents that contain sensitive foreign policy information.

Before submitting documentation to the DEC, each Agency operating unit or COR must clearly mark all documents containing sensitive information according to current Agency guidelines including, if possible, a projected release date**. 12 FAM 540, Sensitive But Unclassified (SBU)** discusses procedures for managing SBU material.

Operating units or CORs must redact sensitive information from material before it is submitted to the DEC. USAID recommends that all policy-sensitive, procurement-sensitive, or proprietary documentation submitted to the DEC include a cover sheet that contains the following declaration:

> The (*insert USAID/country or Agency operating unit*) assembled (*insert title of plan, strategy, report, or evaluation, etc.*). It is an approved, official USAID document. Budget information contained herein is for illustrative purposes. All policy and procurement sensitive information has been removed. Additional information on the plan, strategy, report, or evaluation can be obtained from (*insert name of individual, office and contact information*).

Note: Each Agency operating unit and COR has the option of limiting access to the development experience document submitted to the DEC. A document may be released for access to one of two user categories: the USAID intranet (**http://inside.usaid.gov/**) limits access to users with USAID e-mail accounts while the USAID Internet **(http://www.usaid.gov/results-and-data/information-resources/development-experience-clearinghouse-dec)** places the document in the public domain. Posting a development experience document to USAID's intranet and limiting public access should only be used when documents contain sensitive information. When in doubt, seek the advice of the Office of General Counsel (GC) and the director of the relevant Agency operating unit.

540.3.2.12   Submitting Classified Documentation
Effective Date: 09/05/2005

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The DEC does not accept classified documents. **32 CFR 2001, Subpart E** describes mandatory reviews and declassification guidelines for classified national security documents.

540.3.2.13   Closing and Retiring Development Experience Collections
Effective Date: 09/30/2008

Operating units intending to discontinue information center operations such as Mission or technical libraries or to retire special collections must contact M/CIO/ITSD/KM at +1 202-712-0579, to ensure that USAID-funded development experience materials referred to in **540.3.2.1** are not discarded without a review of the inventory by the DEC unit. DEC submission coordinators review the holdings and decide what material should be retained as development experience material. When in doubt whether documents must be maintained in the DEC, contact the DEC unit via e-mail at **docsubmit@usaid.gov** or submit a copy using the DEC unit's mailing address shown in **540.3.2.11**.

540.4   MANDATORY REFERENCES

540.4.1   External Mandatory References
Effective Date: 09/05/2005

a.   **12 FAM 540, Sensitive But Unclassified (SBU)**

b.   **22 CFR 226.50, Purpose of Reports and Records**

c.   **32 CFR 2001, Classified National Security Information, Subpart E, Declassification**

d.   **Foreign Assistance Act of 1961, 22 U.S.C. 2151w, Project and Program Evaluations**

e.   **Foreign Assistance Act of 1961, 22 U.S.C. 2381a, Strengthened Management Practices**

f.   **OMB Circular A-25, User Fees**

g.   **OMB Circular A-130, Management of Federal Information Resources**

540.4.2   Internal Mandatory References
Effective Date: 03/31/2012

a.   **AAPD 04-06, Submission of Development Experience Documents**

[**Note:** The addresses given in AAPD 04-06 are no longer active. The DEC Web address is now **http://www.usaid.gov/results-and-data/information-resources/development-experience-clearinghouse-dec**; the address to which electronic documents should be submitted to the DEC is **docsubmit@usaid.gov**, and

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the address to which hard copy documents should be mailed is DEC Document Submissions, M/CIO/ITSD/KM/DEC, RRB M.01-010, Washington, D.C. 20523-6100.

b. **ADS 101, Agency Programs and Functions**

c. **ADS 103, Delegations of Authority**

d. **ADS 200, Introduction to Programming Policy**

e. **ADS 201, Planning**

f. **ADS 202, Achieving**

g. **ADS 203, Assessing and Learning**

h. **ADS 302, USAID Direct Contracting**

i. **ADS 302mah, Contract Clause Guide for Unclassified Information System Security Systems and Services**

j. **ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations**

k. **ADS 320, Branding and Marking**

l. **ADS 501, The Automated Directives System**

m. **ADS 501mae, The ADS Process**

n. **ADS 502, USAID Records Management System**

o. **CIB 01-21 USAID Implementation of Section 508 of the Rehabilitation Act of 1973 and Federal Acquisition Circular (FAC) 97-27 "Electronic and Information Technology Accessibility"**

p. **CIB 98-21, Contractor Progress Reports - new ADAIR coverage**

540.4.3 **Mandatory Forms**
Effective Date: 09/28/2005

a. **AID 590-7, DEC Submission Form**

540.5 **ADDITIONAL HELP**
Effective Date: 09/05/2005

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a.   **ADS 540saa, Sample Document Request Letter to Contractors and Grantees**

*540.6   DEFINITIONS
Effective Date: 03/31/2012

The terms and definitions listed below have been incorporated into the ADS Glossary. See the **ADS Glossary** for all ADS terms and definitions.

Center for Development Information and Evaluation (CDIE)
The office that formerly managed the Development Experience Clearinghouse. (Chapters **200**, 540)

data brokering
Coordinating Agency, program-funded development information service activities. (Chapter 540)

development experience
The cumulative knowledge derived from implementing and evaluating development assistance programs. Development experience is broader in scope than "lessons learned", and includes research findings, applications of technologies and development methods, program strategies, and assistance mechanisms, etc. (Chapter 540)

Development Experience Clearinghouse (DEC)
The unit in the Knowledge Management Branch, under the aegis of the Chief Information Officer (M/CIO/ITSD/KM), which acquires, processes, and disseminates by request intellectual materials that describe the planning, design, implementation, evaluation, and results of USAID development assistance activities. As of 2010, the term "DEC" also refers to the collection of databases that the DEC unit manages. The databases provide access to USAID-produced and USAID-funded development experience documents and to descriptions of USAID development assistance activities. (Chapter 540)

Development Experience Documentation
Documents that (1) describe the planning, design, implementation, evaluation, and results of development assistance and (2) are generated during the life cycle of development assistance programs or activities. (Chapter 540)

Development Experience System (DEXS)
The name by which the online collection of development-experience databases was known before being retitled the Development Experience Clearinghouse (DEC) in 2010. The term now applies to the databases and to the unit managing them. (See Development Experience Clearinghouse). (Chapter 540)

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development information
The body of published literature, unpublished "gray literature," statistical data, current awareness information, and knowledge bases that document, describe, measure, and communicate the methods, technologies, status, performance, results, and experience of development practices and activities by the international development community and local, indigenous development practitioners. (Chapter 540)

Development Information Services (DIS)
Research and information services that target, identify, analyze, and synthesize USAID experiences, other donor development experience, and state-of-the-art technical knowledge. Information provided by research services enhances decision making, policy formulation, strategic planning, project and program design, implementation, management, evaluation, and application of technical expertise. (Chapter 540)

document distribution unit
The Development Experience Clearinghouse office that provided on-demand copies of USAID project and program documents and USAID-funded technical reports in the Development Experience Clearinghouse (DEC). (Chapter 540)

Economic and Social Database (ESDB)
An online information system that provides access to international economic and social data in support of Agency operations and evaluation activities. (Chapter 540)

electronic documents
Documents composed on computers using a variety of word processing, data collection, spreadsheet, or other software programs. PDF is the preferred format of the Development Experience Clearinghouse (DEC). (Chapter 540)

evaluation documents
Program and project evaluation, performance measurement, and development result reports, and any other document containing significant evaluative information and observation. Those publications describing a relatively structured, analytic activity undertaken selectively to answer specific management questions regarding USAID-funded development assistance activities. (Chapter 540)

lessons learned
The conclusions extracted from reviewing a development program or activity by participants, managers, customers, or evaluators with implications for effectively addressing similar issues and problems in another setting. (Chapter 540)

National Archives and Records Administration (NARA)
The organization responsible for appraising, accessing, preserving, and making available permanent records. (Chapters **502**, 540)

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operating units
USAID field Missions, regional entities, and USAID/Washington that expend funds to support Agency program objectives. This definition includes operating units performing the functions of formulating policy, strategic and budgetary planning, achieving results, procurement, personnel management, financial management, and statutory requirements. (Chapters **200-204**, **260**, 540, **623**)

USAID Library
A USAID/Washington resource collection, staffed by information professionals, who manage and provide a wide range of development information services and sources (books, journals, databases, etc.) to USAID staff, contractors, and the public, who need ready access to information sources on international development. (Chapter 540)

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